

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### CLERK, Transportation Parts

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of experience in vehicle maintenance and parts supplies or transportation.
- Detailed knowledge of vehicle parts required for the repair of large vehicles.
- Knowledge of computer applications as related to inventory, orders, and records maintenance.

**REPORTS TO** Supervisor of Transportation  
Maintenance And Business Support

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To maintain adequate supplies and parts for the repair and maintenance of vehicles*

#### PERFORMANCE RESPONSIBILITIES

1. \* Be responsible for receiving, issuing, and warehousing vehicle parts.
2. \* Work with vendors to obtain the best price and quality for merchandise purchased.
3. \* Initiate purchase order requisitions and submit to the supervisor for approval.
4. \* Process work orders for the repair and maintenance of vehicles and the cost of labor, repairs, etc.
5. \* Coordinate with garage management to evaluate vehicle maintenance items and ensure parts are available to service vehicles.
6. \* Maintain adequate inventory levels, write specifications to purchase parts, and evaluate new products.
7. \* Analyze inventory levels and set reorder points to optimize warehousing space.
8. Perform other duties as assigned by the Supervisor of Transportation Maintenance and Business Support

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**J-02 \$34,401 - \$61,091**  
M-12 D-258 H-2064

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **18**  
EEO-5 Line **53**

Function **7800**  
Survey Code **78027**  
Job Code **1943**

##### ADA CODES

2 **Medium Work**  
3 **A - I / K - V**  
4 **C - F / H - J**

##### BOARD APPROVED

April 12, 19